

Classification

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						DD5/00-008	
1. TITLE OF REPORT (if a fill-in report include Form No.)						2. TYPE OF REPORT	
Top Secret Inventory Report						<input type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input checked="" type="checkbox"/> MACHINE-TYPE LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		1. ADMIN. GENERAL	
		LOGISTICS		SECURITY		OTHER (specify)	
		MEDICAL		FINANCE		2. COMMUNICATIONS	
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components, not number of copies)			
3		Annually		30			
7. FORMAT (memorandum, form, computer print-out, etc.)		8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT			
Computer print-out		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> IF YES GIVE ADP PROCESSING NO. 31014			
10. PREPARING COMPONENT (include lowest level contributing information to report)		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)					
OC-RMS/RCB/R&AS							
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
GS-9	\$4.90		8		\$39.20		1 \$39.20
Gs-5	3.15		2		6.30		1 6.30
B. COSTS OF COMPUTER PRODUCED REPORTS							
No OCS costs						\$20.00	
63 TOTAL COSTS PER YEAR						\$65.50	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
OC-RMS is the OC Area Top Secret Control Office, which has been delegated authority and responsibility by Central Top Secret Control to maintain accountability for Top Secret documents within OC at Headquarters and overseas. This report enables each OC account to verify periodically its Top Secret holdings, and it enables OC-RMS to verify the accuracy of its accountability and control records. The report was converted from manual to machine listing in 1961. Its frequency was changed from semi-annual to annual in 1964.							
14. FUTURE GOALS							
15. GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						<input type="checkbox"/> OTHER (explain) MAN-HOURS DOLLAR	
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION	
23 Sept. 1970		Intelligence Analyst Supervisor					